



# 2006 Online License Renewal Instruction Manual

The Idaho Outfitters and Guides Licensing Board enables Outfitters, Designated Agents and Guides to easily process license renewals online and conveniently pay fees with a credit/debit card (Discover, MasterCard, VISA). This manual features step-by-step instructions for various renewal activities. ***Screen images, text, and fees shown in this manual may differ in actual application.***

## Points to Remember

The Idaho Outfitters license renewal deadline is **January 31, 2006**. The system will be ready December 1, 2005, for the Outfitter, Designated Agent(s), and Guide renewals. Outfitters/Designated Agents must be using the system in order for their Guides to use it. As usual, Outfitters/Designated Agents must certify Guide applicants. Only hardcopy applications will be accepted for Guides who have never been licensed before.

## Online Renewal Benefits

Cheaper and faster license processing • Secure, encrypted connection • Guide renewals avoid expedited/pull-forward fees (receipt serves as 20-day temporary license—Guide renewals only) • Calculates fees automatically • Application is guaranteed complete and accurate • Provides a printable receipt • Allows you to update contact information instantly.

## Need Assistance?

For questions about this service, call Access Idaho at 208.332.0102 (toll free: 1.877.443.3468). For license questions and information, please call the Outfitters and Guides Licensing Board office at 208.327.7380.

*Important Notes: This application may not work correctly in the MSN browser. It is recommended that you use another browser, such as Internet Explorer, Netscape, or Firefox. Please make sure your browser is enabled to accept cookies. Access Idaho (the State's official web administrator) processes credit/debit card payments on behalf of OGLB.*

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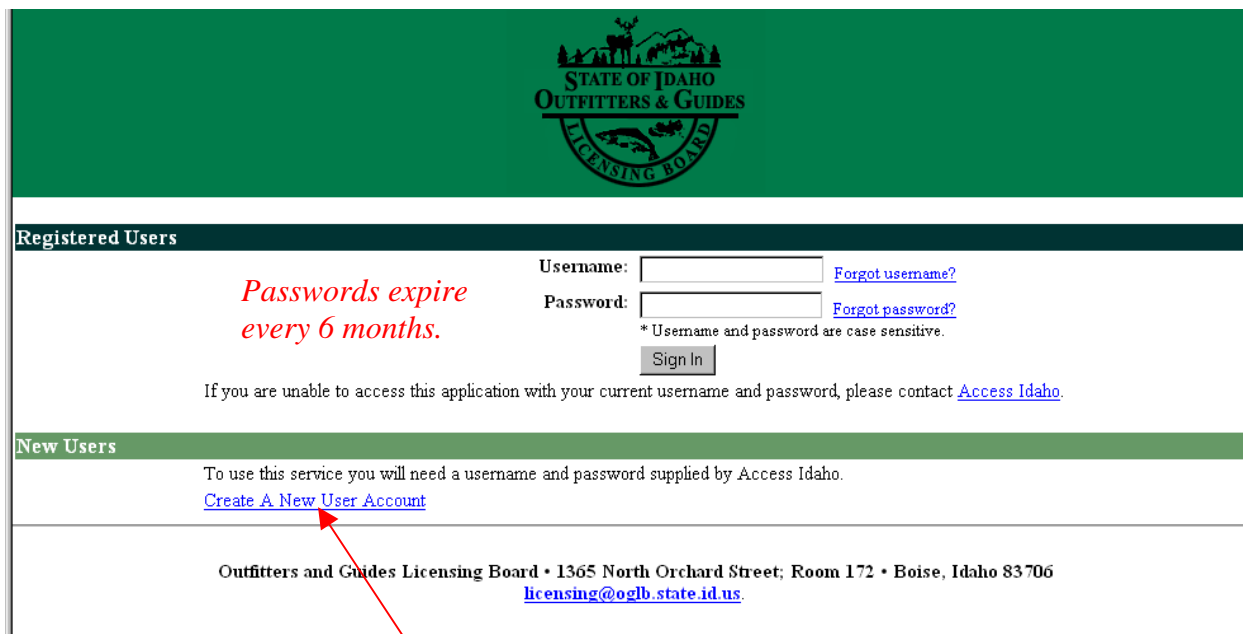
## Section 1: Logging into OGLB's Licensing Services

To ensure maximum security, you will need an Access Idaho username and password to conduct any business online with the Outfitters and Guides Licensing Board.

The web address for OGLB's licensing services is:

<https://www.accessidaho.org/secure/oglb/licensing/services.html>

*Don't forget the "s" in the web address, which means it's a secure site.  
Add this web page to your favorites list for easy reference.*



**Registered Users**

*Passwords expire every 6 months.*

Username:  [Forgot username?](#)

Password:  [Forgot password?](#)

\* Username and password are case sensitive.

If you are unable to access this application with your current username and password, please contact [Access Idaho](#).

**New Users**

To use this service you will need a username and password supplied by Access Idaho.

[Create A New User Account](#)

Outfitters and Guides Licensing Board • 1365 North Orchard Street; Room 172 • Boise, Idaho 83706  
[licensing@oglb.state.id.us](mailto:licensing@oglb.state.id.us)

*Select this link to set up your username and password. An initial password will be sent to the email address you provide immediately after you create your user account.*

**Note:** The first time you log into this page with your initial password, you will be prompted to change your password to one of your choosing. Passwords are case-sensitive, must be at least 5 characters long, and can contain numbers, letters, and/or symbols. For security purposes, do not allow your web browser (Internet Explorer, Netscape, Firefox, etc.) to remember your login information.

## **Section 2: Associating a License with Your Account**

After logging in successfully for the first time (or after selecting the “I Have Another License” link on the User Services page), you will see the screen below. Enter the requested information and select the “Continue” button.



**Associate a License with Your Account**

Enter the license information below for a Guide, Designated Agent or Sole Proprietor.  
You will not need to repeat this step unless you want to associate another license with your account.

License Number

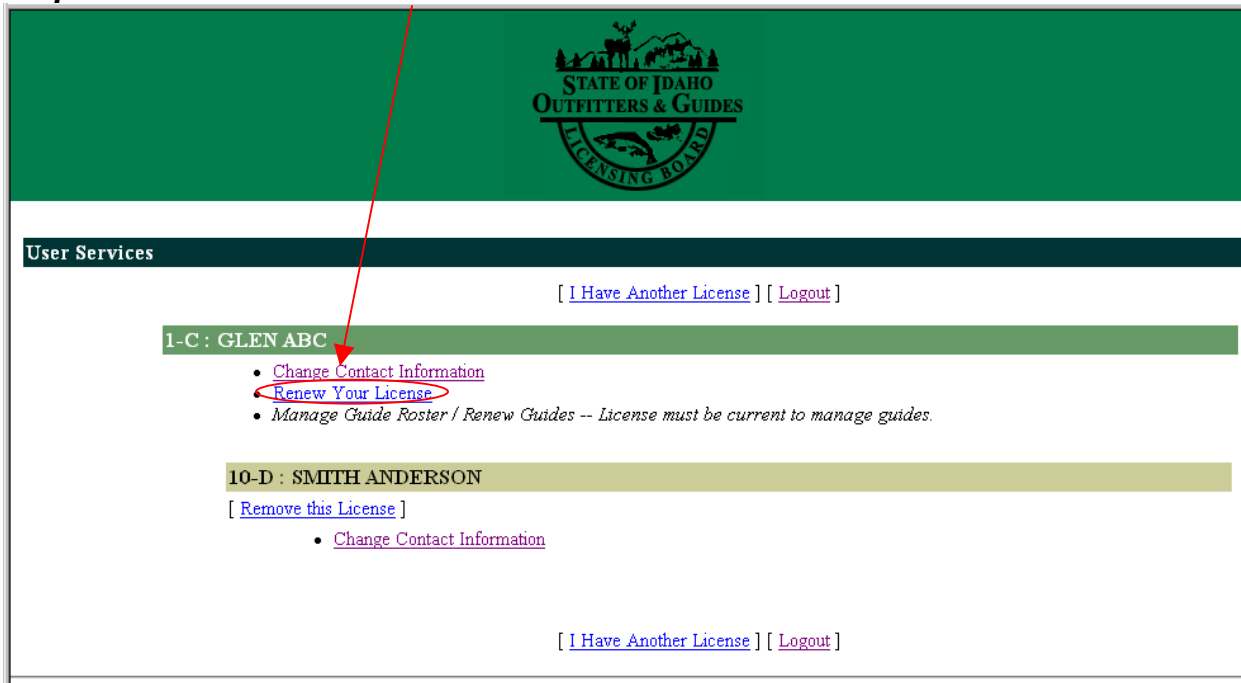
Social Security Number

After associating your user account with your license, the application displays all licenses associated with your account.

## Section 3: Renewing an Outfitter/D.A. License

To access OGLB's online services, you must log in with an Access Idaho username and password (see Sections 1 and 2).

**Step 1. Select the "Renew Your License" link.**



STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

User Services

[ [I Have Another License](#) ] [ [Logout](#) ]

1-C : GLEN ABC

- [Change Contact Information](#)
- [Renew Your License](#)
- [Manage Guide Roster / Renew Guides](#) -- License must be current to manage guides.

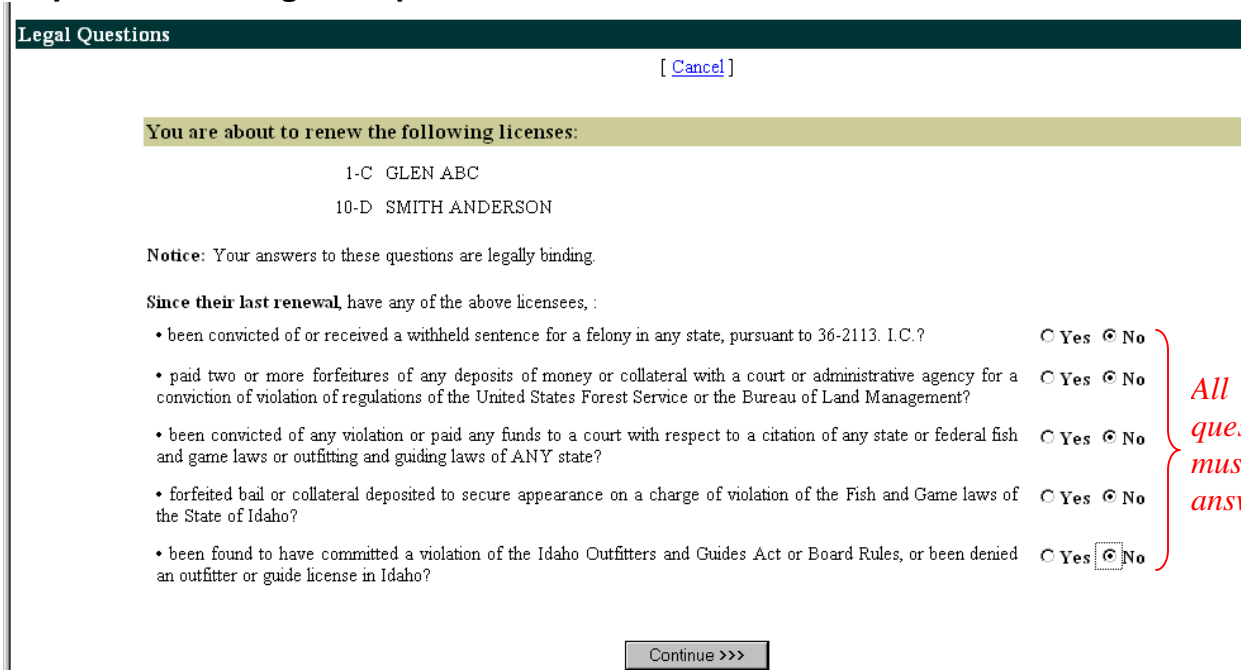
10-D : SMITH ANDERSON

[ [Remove this License](#) ]

- [Change Contact Information](#)

[ [I Have Another License](#) ] [ [Logout](#) ]

**Step 2. Answer litigation questions.**



Legal Questions

[ [Cancel](#) ]

You are about to renew the following licenses:

1-C GLEN ABC  
10-D SMITH ANDERSON

**Notice:** Your answers to these questions are legally binding.

Since their last renewal, have any of the above licensees, :


- been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113. I.C.? ☐ Yes ☒ No
- paid two or more forfeitures of any deposits of money or collateral with a court or administrative agency for a conviction of violation of regulations of the United States Forest Service or the Bureau of Land Management? ☐ Yes ☒ No
- been convicted of any violation or paid any funds to a court with respect to a citation of any state or federal fish and game laws or outfitting and guiding laws of ANY state? ☐ Yes ☒ No
- forfeited bail or collateral deposited to secure appearance on a charge of violation of the Fish and Game laws of the State of Idaho? ☐ Yes ☒ No
- been found to have committed a violation of the Idaho Outfitters and Guides Act or Board Rules, or been denied an outfitter or guide license in Idaho? ☐ Yes ☒ No

Continue >>>

*All questions must be answered.*

## Section 3: Renewing an Outfitter/D.A. License

**Step 3. Click inside the boxes to select which Guide licenses (that are associated with Sole Proprietors and Designated Agents) you wish to renew.**



Select Guide Licenses to Renew

[\[ Cancel Renewal \]](#)

The licenses being renewed are associated with guide licenses that have been active in the last year. Indicate below which, if any, of these guide licenses you would like to renew now. There are no additional charges for these guide renewals if they are done now. You will be charged a \$10 amendment fee to renew them later.

Check the boxes next to the guide licenses you would like to renew.

*Demonstration purpose only:*  
*Business entities never have*  
*Guide licenses associated with*  
*them.*

1-G : GLEN ABC

10-G : SMITH ANDERSON

☒  
☒

Continue >>>

[\[ Cancel Renewal \]](#)

**Step 4. Review your renewal fees.**

Review Renewal Fees

[\[ Cancel Renewal \]](#)

**Litigation :** You answered "No" has been entered indicating that no citations, violations or litigations against these licenses have occurred since their last renewal.  
[\[ Change Your Answer \]](#)

*Demonstration only: Business*  
*entities never have Guide licenses*  
*associated with them.*

GLEN ABC 1-C

SMITH ANDERSON 10-D

GLEN ABC 1-G

SMITH ANDERSON 10-G

\$300.00

\$120.00

\$0.00

\$0.00

*D.A. and Outfitter Special*  
*Processing Fees*

DA Special Handling Fee

OT Special Handling Fee

\$75.00

\$100.00

[\[ Change Guide Licenses to Renew \]](#)

Subtotal

Online Convenience Fee

Total

\$595.00

\$17.00


\$612.00

Pay for Renewal >>>

[\[ Cancel Renewal \]](#)

### Section 3: Renewing an Outfitter/D.A. License

#### Step 5. Enter credit/debit card billing information.



Welcome to Access Idaho's instant payment gateway. You've been sent here to pay for the following:  
OGLB: Renewal for 1-C

Service: **License Renewal (43)**

Description	Cost	Qty	Total
1-C : GLEN ABC 2005 Renewal	\$300.00	1	\$300.00
10-D : SMITH ANDERSON 2005 Renewal	\$120.00	1	\$120.00
1-G : GLEN ABC 2005 Renewal	\$0.00	1	\$0.00
10-G : SMITH ANDERSON 2005 Renewal	\$0.00	1	\$0.00
DA Special Handling Fee	\$75.00	1	\$75.00
OT Special Handling Fee	\$100.00	1	\$100.00
Online Convenience Fee	\$17.00	1	\$17.00
<b>Total:</b>			<b>\$612.00</b>

*Demonstration only: Business entities never have Guide licenses associated with them.*

#### Instant Payment Customers

Please fill out the following information, and select your desired method of payment. Fields marked with an asterisk (\*) are required; your telephone number and e-mail address will be used only for the purpose of contacting you in the event of billing difficulties and/or e-mailing you a copy of your receipt. Billing contact information is strictly confidential and will not be used for marketing purposes. For more information, please read [Access Idaho's privacy policy](#).

\* Name:

\* Billing Address:

\* City:

\* State/Province:

Country:

\* Postal/Zip Code:

Telephone Number:

(Optional: For billing questions)

E-mail Address:

(Optional: For billing questions and e-mail receipt)

\* Payment Method:

*Required fields*

*No need to change this.*

<<< Back    Next >>>

Billing problems? Contact [Access Idaho](#) (208) 332-0102, 1 (877) 4ID-EGOV.

### Section 3: Renewing an Outfitter/D.A. License

#### Step 6. Enter card number, type, and expiration date.

**Billing Information**

Please verify that the following information is correct. The address shown should be the billing address of the credit card you intend to use.  
OGLB: Renewal for 1-C

Service: License Renewal (43)

Description	Cost	Qty	Total
1-C : GLEN ABC 2005 Renewal	\$300.00	1	\$300.00
10-D : SMITH ANDERSON 2005 Renewal	\$120.00	1	\$120.00
1-G : GLEN ABC 2005 Renewal	\$0.00	1	\$0.00
10-G : SMITH ANDERSON 2005 Renewal	\$0.00	1	\$0.00
DA Special Handling Fee	\$75.00	1	\$75.00
OT Special Handling Fee	\$100.00	1	\$100.00
Online Convenience Fee	\$17.00	1	\$17.00
Total:			\$612.00

Name: Anderson Smith

Address: 123 Any Street  
Wilderness, ID US 83555

Telephone Number:

E-mail Address:

[ <<< Back to payment information page 1 ]

**Credit Card Information**

Please provide your credit card information below:

Card Number:

Card Type: Visa

Expiration Date: 3 / 09

Choose between VISA, MasterCard, and Discover.

Notice: If you supplied your e-mail address on the previous page, you will see your receipt quickly flash on the screen as it is transmitted to you. The application will then automatically forward to the next step.

<<< Back

Next >>>

Billing problems? Contact [Access Idaho](#) (208) 332-0102, 1 (877) 4ID-EGOV.

## Section 3: Renewing an Outfitter/D.A. License

### Renewal Receipt *(The application automatically emails a receipt to you as well.)*



[\[ Return to Menu \]](#)

#### Renewal Receipt

Save or print a copy of this receipt for your records.

#### Notice!

**Notice!** Before the Outfitter license renewal can be processed, you must mail the Outfitters and Guides Licensing Board:

- Proof of current liability insurance
- Use reports for the previous year
- Proof of bond, if it is not continuous

You should include a copy of this receipt in your mailing. If you do not have a printer, include a note stating:

- The date you completed this renewal on-line (11/03/2005)
- The license number of the license being renewed (1-C)
- The Access Idaho transaction number (3862)

Mail all documentation to:

Idaho Outfitters and Guides Licensing Board  
1365 North Orchard, Room 172  
Boise, ID 83706

#### License Renewal for 1-C

Transaction ID	3862
Date Created	Thu 11/03/2005 12:18:48 PM MST
Description	OGLB: Renewal for 1-C
1-C : GLEN ABC 2005 Renewal	\$300.00
10-D : SMITH ANDERSON 2005 Renewal	\$120.00
1-G : GLEN ABC 2005 Renewal	\$0.00
10-G : SMITH ANDERSON 2005 Renewal	\$0.00
DA Special Handling Fee	\$75.00
OT Special Handling Fee	\$100.00
Online Convenience Fee	\$17.00
Cost	\$612.00

*Demonstration only: Business entities never have Guide licenses associated with them.*

#### When to Expect Your License

Your license will be issued and mailed to you once the Board has received the additional information requested and verified your renewal requirements.

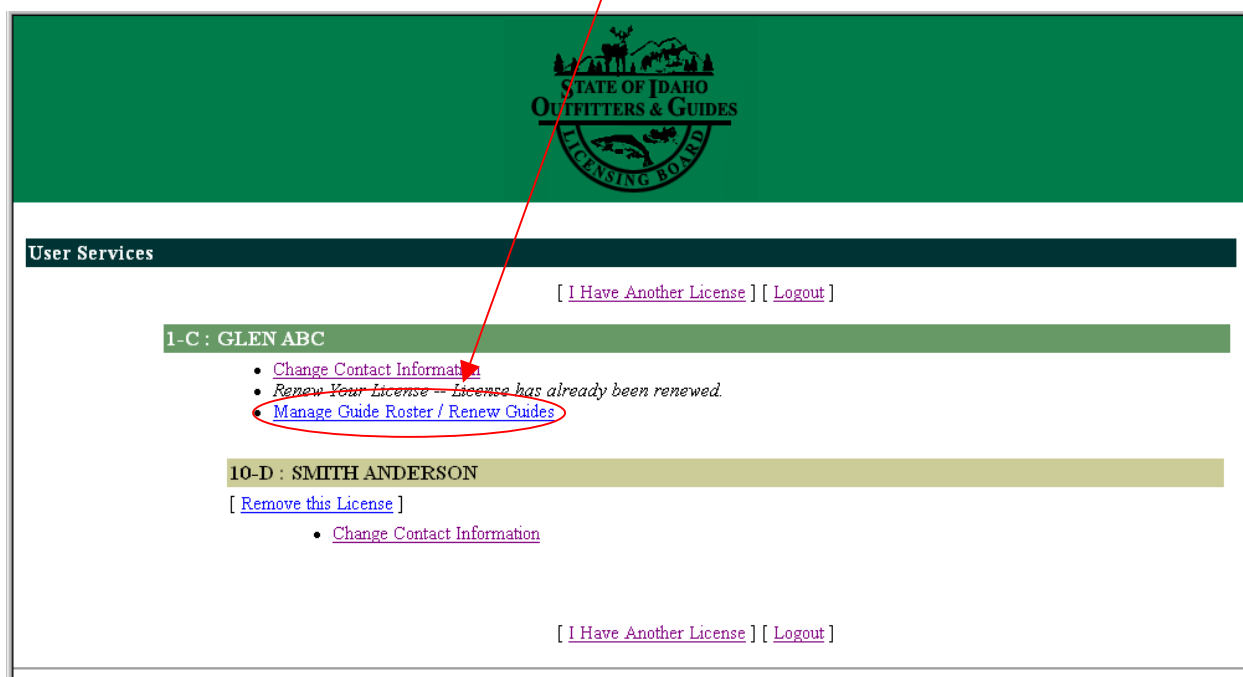
Please contact the Idaho Outfitters and Guides Licensing Board if you have any problems or questions regarding this license renewal and refer to your license number (1-C) as well as the Access Idaho transaction number (3862).

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## Section 4: Renewing Guides on Outfitter Roster

Before authorizing/renewing Guides online, you must log in with an Access Idaho username and password that is associated to an Outfitter license (see Sections 1 and 2).

**Step 1. Select the “Manage Guide Roster/Renew Guides ” link.**



STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

User Services

[ [I Have Another License](#) ] [ [Logout](#) ]

1-C : GLEN ABC

- [Change Contact Information](#)
- ~~Renew Your License~~ - License has already been renewed.
- [Manage Guide Roster / Renew Guides](#)

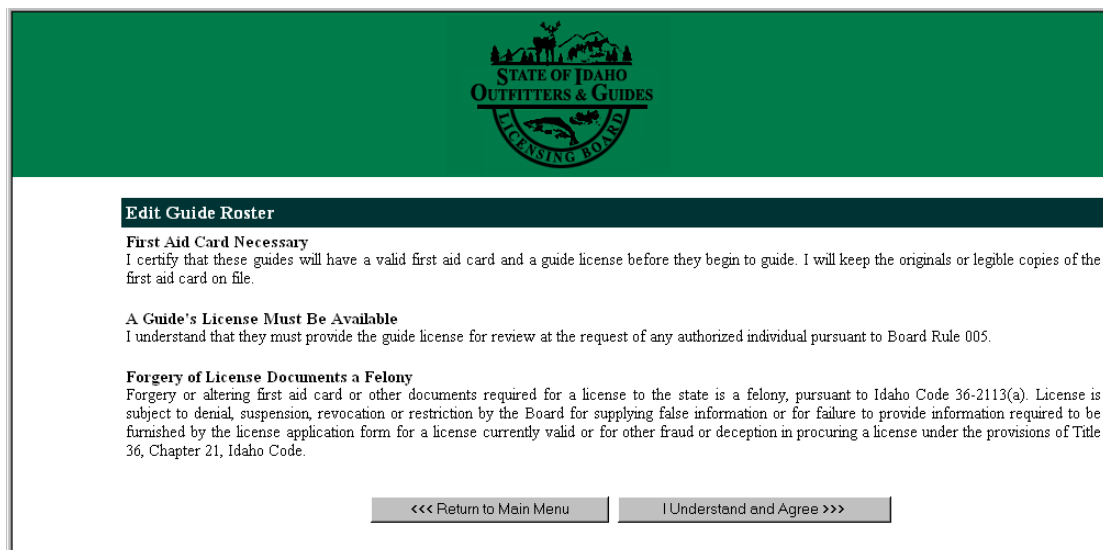
10-D : SMITH ANDERSON

[ [Remove this License](#) ]

- [Change Contact Information](#)

[ [I Have Another License](#) ] [ [Logout](#) ]

**Step 2. Read statements of understanding.**



STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

**Edit Guide Roster**

**First Aid Card Necessary**  
I certify that these guides will have a valid first aid card and a guide license before they begin to guide. I will keep the originals or legible copies of the first aid card on file.

**A Guide's License Must Be Available**  
I understand that they must provide the guide license for review at the request of any authorized individual pursuant to Board Rule 005.

**Forgery of License Documents a Felony**  
Forgery or altering first aid card or other documents required for a license to the state is a felony, pursuant to Idaho Code 36-2113(a). License is subject to denial, suspension, revocation or restriction by the Board for supplying false information or for failure to provide information required to be furnished by the license application form for a license currently valid or for other fraud or deception in procuring a license under the provisions of Title 36, Chapter 21, Idaho Code.

<<< Return to Main Menu      I Understand and Agree >>>

## Section 4: Renewing Guides on Outfitter Roster

**Step 3. Review your Guide roster, add new guides, and/or indicate who will and won't be guiding for you.**

STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

Edit Guide Roster for GLEN ABC (1-C)

[ Return to Menu ]

A Guide must be a member of an Outfitter's roster before they can renew their license online.

Guide License Number  Add Guide >>>

License	Name	Expires On
20-G	A K SMITH	03/31/2006

[ Not Guiding for Us ] [ Guide in 2005 ]

[ Return to Menu ]

*Removes guide  
from your roster.*

*Allows you to select and  
authorize guide's activities  
(see Step 4).*

**Step 4. Click inside box(es) to select applicable Guide activities.**

STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

Indicate Activities for A K SMITH (20-G)

[ Cancel ] [ Main Menu ]

Activities marked with an '\*' require training.

For each activity that requires training, the Board must receive and approve any required training forms before the guide completes their renewal. Activities chosen that a guide does not have training for will be ignored with the exception of hunting. Guides chosen to hunt who do not have the required training will be given "Apprentice" status.

To add an activity after the guide renews you will need to submit an amendment, with the exception of activities within the same group.  
[ View Activities and Grouping Information ]

Select the activities you wish to authorize A K SMITH (20-G) for below.

The following list includes all the activities the outfitter is currently licensed for.

Activity
<input checked="" type="checkbox"/> Float SALMON RIVER-CORN CREEK TO SPRING BAR (SA6)

Lead Boatman ☐

Continue >>>

## Section 4: Renewing Guides on Outfitter Roster

### Step 5. Verify license renewal authorization.

STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

**Certifying 20-G for 1-C**

[ [Cancel](#) ] [ [Main Menu](#) ]

**Notice!**

Notice! You are authorizing the guide A K SMITH to submit their license renewal application and fees online.

- Float boating on SALMON RIVER-CORN CREEK TO SPRING BAR (SA6)

<<< Change Activities      Back to Roster >>>

You can choose to renew this license or have the Guide log on to renew:

*Selecting this button —————> Add Guide to Your Renewal Cart >>> takes you to Step 6.*

The Board must receive and approve any required training forms for each activity you choose before the guide completes their renewal. Activities authorized that a guide does not have training for at the time they renew will be ignored with the exception of hunting. Guides chosen to hunt who do not have the required training will be given "Apprentice" status.

To add an activity after this guide renews you will need to mail the Board a minor amendment along with the appropriate fee.

[ [Cancel](#) ] [ [Main Menu](#) ]

*Selecting this button authorizes Guide to renew him/herself online or allows Outfitters/D.A.'s to renew Guide online at a later time.*

### Step 6. Answer litigation questions.

OUTFITTERS & GUIDES  
LICENSING BOARD

**Edit Guide Roster**

[ [Guide Roster](#) ] [ [Main Menu](#) ]

**You are about to renew the following licenses:**

20-G A K SMITH

Notice: Your answers to these questions are legally binding.

Since their last renewal, have any of the above licensees, :

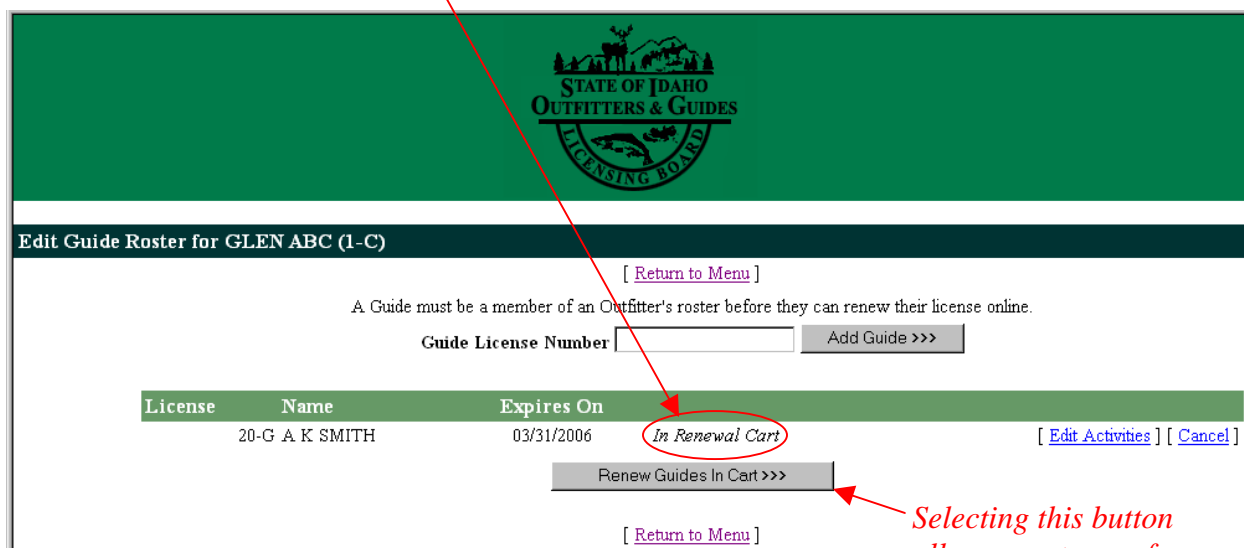
- been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113, I.C.? ☐ Yes ☐ No
- paid two or more forfeitures of any deposits of money or collateral with a court or administrative agency for a conviction of violation of regulations of the United States Forest Service or the Bureau of Land Management? ☐ Yes ☐ No
- been convicted of any violation or paid any funds to a court with respect to a citation of any state or federal fish and game laws or outfitting and guiding laws of ANY state? ☐ Yes ☐ No
- forfeited bail or collateral deposited to secure appearance on a charge of violation of the Fish and Game laws of the State of Idaho? ☐ Yes ☐ No
- been found to have committed a violation of the Idaho Outfitters and Guides Act or Board Rules, or been denied an outfitter or guide license in Idaho? ☐ Yes ☐ No

Continue >>>

*All questions must be answered.*

## Section 4: Renewing Guides on Outfitter Roster

### Step 7. Renew Guide(s) in “cart.”



**STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD**

**Edit Guide Roster for GLEN ABC (1-C)**

[\[ Return to Menu \]](#)

A Guide must be a member of an Outfitter's roster before they can renew their license online.

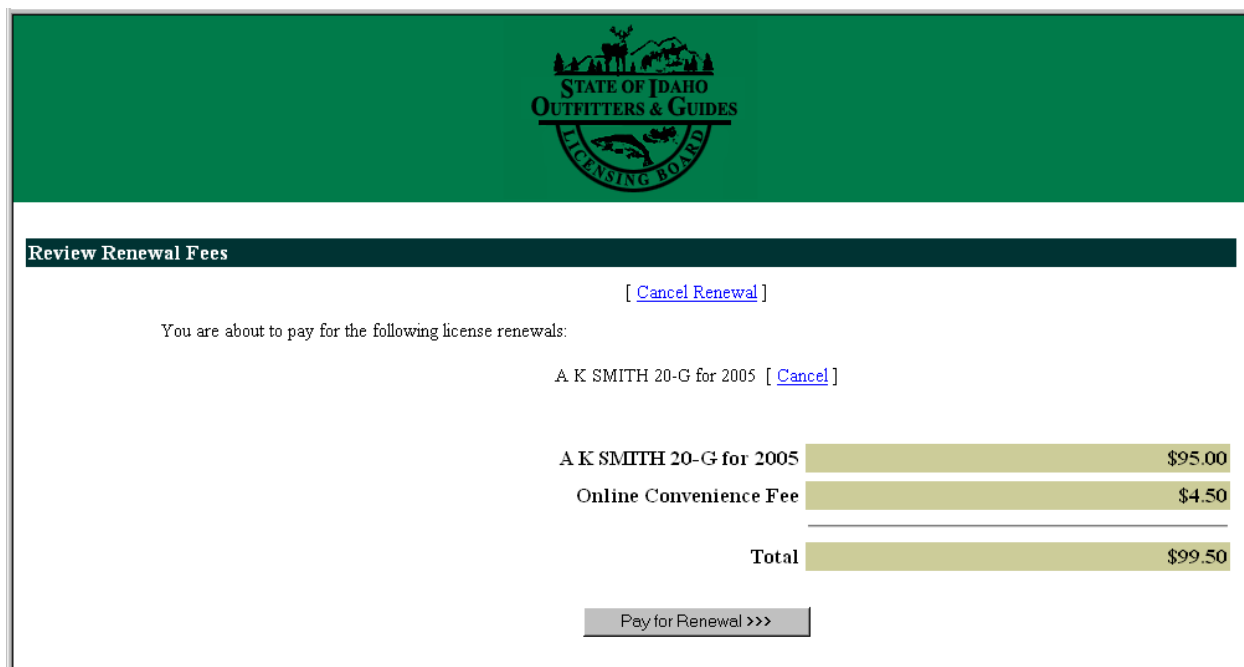
Guide License Number

License	Name	Expires On		
20-G	A K SMITH	03/31/2006	<a href="#">In Renewal Cart</a>	<a href="#">[ Edit Activities ]</a> <a href="#">[ Cancel ]</a>

[\[ Return to Menu \]](#)

*Selecting this button allows you to pay for the Guides in your “shopping cart.”*

### Step 8. Review Guide license renewals and fees.



**STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD**

**Review Renewal Fees**

[\[ Cancel Renewal \]](#)

You are about to pay for the following license renewals:

A K SMITH 20-G for 2005 [\[ Cancel \]](#)

A K SMITH 20-G for 2005	\$95.00
Online Convenience Fee	\$4.50
<b>Total</b>	<b>\$99.50</b>

## Section 4: Renewing Guides on Outfitter Roster

### Step 9. Enter credit/debit card billing information.

Welcome to Access Idaho's instant payment gateway. You've been sent here to pay for the following:

OGLB: Renewal for 1-C

Service: **License Renewal (43)**

Description	Cost	Qty	Total
20-G : A K SMITH 2005 Renewal	\$95.00	1	\$95.00
Online Convenience Fee	\$4.50	1	\$4.50
<b>Total:</b>			<b>\$99.50</b>

**Instant Payment Customers**

Please fill out the following information, and select your desired method of payment. Fields marked with an asterisk (\*) are required; your telephone number and e-mail address will be used only for the purpose of contacting you in the event of billing difficulties and/or e-mailing you a copy of your receipt. Billing contact information is strictly confidential and will not be used for marketing purposes. For more information, please read [Access Idaho's privacy policy](#).

\* Name:

\* Billing Address:

\* City:

\* State/Province:

Country:

\* Postal/Zip Code:

Telephone Number:   
(Optional: For billing questions)

E-mail Address:   
(Optional: For billing questions and e-mail receipt)

\* Payment Method:

<<< Back   Next >>>

*Required fields*

*No need to change this.*

### Step 10. Enter card number, type, and expiration date.

**Billing Information**

Please verify that the following information is correct. The address shown should be the billing address of the credit card you intend to use.

OGLB: Renewal for 1-C

Service: **License Renewal (43)**

Description	Cost	Qty	Total
20-G : A K SMITH 2005 Renewal	\$95.00	1	\$95.00
Online Convenience Fee	\$4.50	1	\$4.50
<b>Total:</b>			<b>\$99.50</b>

Name: **Anderson Smith**

Address: **123 Any Street  
Wilderness, ID US 83555**

Telephone Number:

E-mail Address:

[ [<<< Back to payment information page 1](#) ]

**Credit Card Information**

Please provide your credit card information below:

Card Number:

Card Type:

Expiration Date:


Notice: If you supplied your e-mail address on the previous page, you will see your receipt quickly flash on the screen as it is transmitted to you. The application will then automatically forward to the next step.

<<< Back   Next >>>

*Choose between VISA, MasterCard, and Discover.*

## Section 4: Renewing Guides on Outfitter Roster

**Renewal Receipt for a Guide License Renewal (Also serves as a 20-day temporary Guide license, providing each Guide renewed carries a copy.)**



**Temporary License**

The guides you've renewed may use this receipt as a 20-day temporary license authorization to continue guiding under the activities listed on their previous guide license.

A copy of this receipt must be in possession of the guide while engaged in outfitting or guiding and must be produced upon the request of an authorized person per Board rule IDAPA 24.01.01.005.

**Renewal Receipt**

Save or print a copy of this receipt for your records.

**Guide License Renewals**

Transaction ID	3872
Date Created	Fri 11/04/2005 01:55:05 PM MST
Description	OGLB: Renewal for 1-C
20-G : A K SMITH 2005 Renewal	\$95.00
Online Convenience Fee	\$4.50
Cost	\$99.50


**When to Expect Your Licenses**

The guide license(s) will be issued and mailed to you once the Board has verified all their application requirements. It is your responsibility as the outfitter to have your guide(s) carry their license when guiding.

Please contact the Idaho Outfitters and Guides Licensing Board if you have any problems or questions regarding this license renewal and refer to your Access Idaho transaction number (3872).

[\[ Return to Roster \]](#)

**Roster shows renewal as pending until the license has been issued.**



**Edit Guide Roster for GLEN ABC (1-C)**

[\[ Return to Menu \]](#)

A Guide must be a member of an Outfitter's roster before they can renew their license online.

Guide License Number

License	Name	Expires On	
20-G A K SMITH		03/31/2006	Added; Renewal for 2005 pending <a href="#">[ Receipt ]</a>

[\[ Return to Menu \]](#)

## Section 5: Guide Amendment Process by Outfitter/D.A.

Before amending a Guide license online, you must log in with an Access Idaho username and password (see Sections 1 and 2).

**Step 1. Select the “Manage Guide Roster/Renew Guides” link.**

STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

User Services

[ [I Have Another License](#) ] [ [Logout](#) ]

1-C : GLEN ABC OUTFITTERS, INC

- [Change Contact Information](#)
- ~~[Renew Your License](#)~~ - License has already been renewed.
- [Manage Guide Roster / Renew Guides](#)

10-D : SMITH ANDERSON

[ [Remove this License](#) ]

- [Change Contact Information](#)

[ [I Have Another License](#) ] [ [Logout](#) ]

**Step 2. Read statements of understanding.**

STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

**Edit Guide Roster**

**First Aid Card Necessary**  
I certify that these guides will have a valid first aid card and a guide license before they begin to guide. I will keep the originals or legible copies of the first aid card on file.

**A Guide's License Must Be Available**  
I understand that they must provide the guide license for review at the request of any authorized individual pursuant to Board Rule 005.

**Forgery of License Documents a Felony**  
Forgery or altering first aid card or other documents required for a license to the state is a felony, pursuant to Idaho Code 36-2113(a). License is subject to denial, suspension, revocation or restriction by the Board for supplying false information or for failure to provide information required to be furnished by the license application form for a license currently valid or for other fraud or deception in procuring a license under the provisions of Title 36, Chapter 21, Idaho Code.

<<< Return to Main Menu      I Understand and Agree >>>

**Step 3. Enter license number of Guide you would like to add.**

STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

Edit Guide Roster for GLEN ABC OUTFITTERS INC (1-C)

[ [Return to Menu](#) ]

A Guide must be a member of an Outfitter's roster before they can renew their license online.

Guide License Number

No guides found for this outfitter

[ [Return to Menu](#) ]

**Step 4. Select applicable license year option.**

STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

Edit Guide Roster for GLEN ABC OUTFITTERS, INC (1-C)

[ [Cancel](#) ] [ [Main Menu](#) ]

A K SMITH (20-G) is licensed for this year. Would you like this guide to start ...

This license year ☒ amendment fee required

Next license year ☐ No amendment fee is charged

Note: The license year ends on March 31st

[ [Cancel](#) ] [ [Main Menu](#) ]

Actual 2006 amendment fee is \$20.

These options display together only if you're adding a Guide between Dec. 1 and March 31.

**Step 5. Click inside box(es) to select applicable Guide activities.**

**Indicate Activities for A K SMITH (20-G)** [ Cancel ] [ Main Menu ]

Activities marked with an '\*' require training.

For each activity that requires training the Board must have on file, and have approved, any required training forms. Activities chosen that a guide does not have training for will be ignored with the exception of hunting. Guides chosen to hunt who do not have the required training will be given "Apprentice" status.

To add an activity later you will need to submit another amendment, with the exception of activities within the same group.  
[ View Activities and Grouping Information ]

Select the activities you wish to authorize A K SMITH (20-G) for below.

The following list includes all the activities the outfitter is currently licensed for.

Activity	Lead Boatman
<input checked="" type="checkbox"/> Float SALMON RIVER-CORN CREEK TO SPRING BAR (SA6)	<input type="checkbox"/>

Continue >>>

[ Cancel ] [ Main Menu ]

**For amendments requiring fees, continue to Step 6. For non-fee amendments, see Section 4, Step 5 on page 12.)**

**Step 6. Review Guide amendment fees.**

**Fees for Certifying 20-G to 1-C** [ Cancel ] [ Main Menu ]

**Notice!**

**Notice!** You are submitting an amendment for A K SMITH.

The Board must have on file any required training forms for each activity you choose. Activities chosen that a guide does not have training for will be ignored with the exception of hunting. Guides chosen to hunt who do not have the required training will be given "Apprentice" status.

To add an activity later you will need to submit another amendment.  
[ Edit Activities ]

You will be charged the following fees for this guide amendment


Add 20-G to 1-C for 2004	\$10.00
Online Convenience Fee	\$2.00
<b>Total</b>	<b>\$12.00</b>

Pay for Amendment >>>

[ Cancel ] [ Main Menu ]

*Actual 2006 amendment fee is \$20.*

**Step 7. Enter credit/debit card billing information.**



Welcome to Access Idaho's instant payment gateway. You've been sent here to pay for the following:  
OGLB: Add 20-G to 1-C for 2004

Description	Cost	Qty	Total
Add 20-G to 1-C for 2004	\$10.00	1	\$10.00
Online Convenience Fee	\$2.00	1	\$2.00
<b>Total:</b>			<b>\$12.00</b>

**Instant Payment Customers**

Please fill out the following information, and select your desired method of payment. Fields marked with an asterisk (\*) are required; your telephone number and e-mail address will be used only for the purpose of contacting you in the event of billing difficulties and/or e-mailing you a copy of your receipt. Billing contact information is strictly confidential and will not be used for marketing purposes. For more information, please read [Access Idaho's privacy policy](#).

*Actual 2006 amendment fee is \$20.*

\* Name:

\* Billing Address:

\* City:

\* State/Province:

Country:

\* Postal/Zip Code:

Telephone Number:   
(Optional: For billing questions)

E-mail Address:   
(Optional: For billing questions and e-mail receipt)


\* Payment Method:

<<< Back    Next >>>

*Required fields*

*No need to change this.*

**Step 8. Enter card number, type, and expiration date.**



**Billing Information**

Please verify that the following information is correct. The address shown should be the billing address of the credit card you intend to use.  
OGLB: Add 20-G to 1-C for 2004

Service: License Amendment (46)

Description	Cost	Qty	Total
Add 20-G to 1-C for 2004	\$10.00	1	\$10.00
Online Convenience Fee	\$2.00	1	\$2.00
Total:			\$12.00

Name: Anderson Smith  
Address: 123 Any Street  
Wilderness, ID US 83555  
Telephone Number:  
E-mail Address:

[ <<< Back to payment information page 1 ]

**Credit Card Information**

Please provide your credit card information below:

Card Number:

Card Type:


Expiration Date:

<<< Back    Next >>>

*Actual 2006 amendment fee is \$20.*

*Choose between VISA, MasterCard, and Discover.*

## Step 9. Fee Amendment Receipt (Not valid as a 20-day temporary Guide license.)



[\[ Guide Roster \]](#) [\[ Main Menu \]](#)

**A K SMITH (20-G) for outfitter GLEN ABC OUTFITTERS INC (1-C)**

Your licensing request has been sent to the Outfitters & Guides Licensing Board for verification.

Save or print a copy of this page, it is your receipt for this transaction.

**Notice!**  
Notice! You have authorized this guide to submit their license renewal application and fees online.

The Board must have on file any required training forms for each activity you chosen. Activities that the guide does not have training for will be ignored with the exception of hunting. Guides chosen to hunt who do not have the required training will be given "Apprentice" status.

To add an activity later you will need to submit another amendment.

- Float boating on SALMON RIVER-CORN CREEK TO SPRING BAR (SA6)

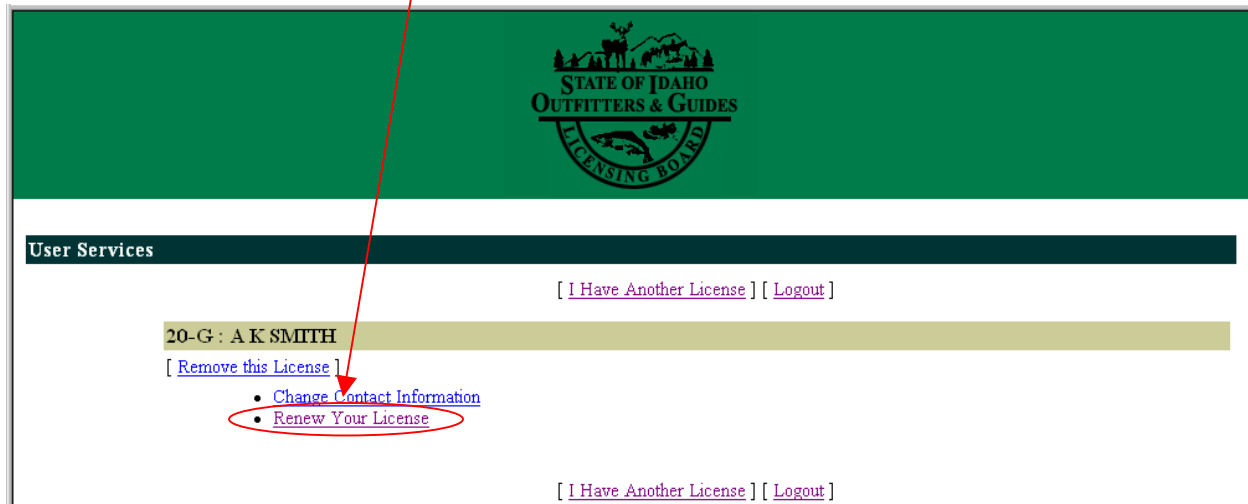
**Certify Guide A K SMITH (20-G) for Outfitter GLEN ABC OUTFITTERS INC (1-C)**

Billing Transaction	
Transaction ID	3879
Date Created	Wed 11/09/2005 02:48:06 PM MST
Description	OGLB: Add 20-G to 1-C for 2004
Cost	\$12.00 (1 x \$12.00)

## Section 6: Applicant Renewing a Guide License

Before renewing your Guide license online, you must log in with an Access Idaho username and password (see Sections 1 and 2).

**Step 1. Select the “Renew Your License” link.**



STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

User Services

[ [I Have Another License](#) ] [ [Logout](#) ]

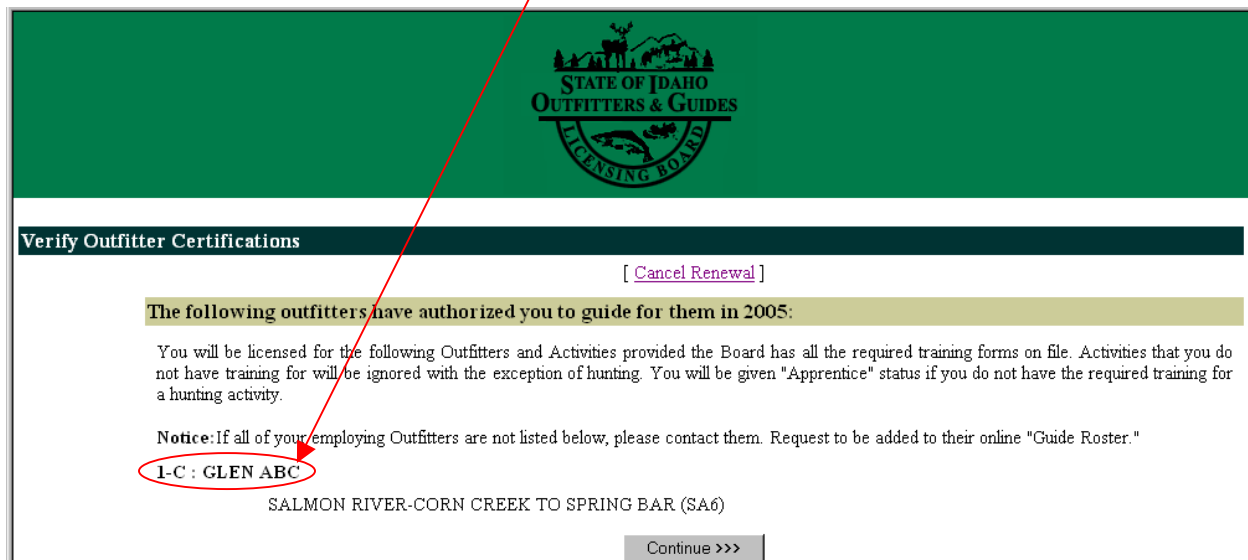
20-G : A K SMITH

[ [Remove this License](#) ]

- [Change Contact Information](#)
- [Renew Your License](#)

[ [I Have Another License](#) ] [ [Logout](#) ]

**Step 2. Verify Outfitter authorization(s).**



STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD

Verify Outfitter Certifications

[ [Cancel Renewal](#) ]

The following outfitters have authorized you to guide for them in 2005:

You will be licensed for the following Outfitters and Activities provided the Board has all the required training forms on file. Activities that you do not have training for will be ignored with the exception of hunting. You will be given "Apprentice" status if you do not have the required training for a hunting activity.

**Notice:** If all of your employing Outfitters are not listed below, please contact them. Request to be added to their online "Guide Roster."

1-C : GLEN ABC

SALMON RIVER-CORN CREEK TO SPRING BAR (SA6)

[Continue >>>](#)

### Step 3. Answer litigation questions.

Legal Questions

[\[ Cancel \]](#)

**You are about to renew the following licenses:**

20-G A K SMITH

**Notice:** Your answers to these questions are legally binding.

**Since their last renewal**, have any of the above licensees, :

• been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113. I.C.?

☐ Yes ☐ No

• paid two or more forfeitures of any deposits of money or collateral with a court or administrative agency for a conviction of violation of regulations of the United States Forest Service or the Bureau of Land Management?

☐ Yes ☐ No

• been convicted of any violation or paid any funds to a court with respect to a citation of any state or federal fish and game laws or outfitting and guiding laws of ANY state?

☐ Yes ☐ No

• forfeited bail or collateral deposited to secure appearance on a charge of violation of the Fish and Game laws of the State of Idaho?

☐ Yes ☐ No

• been found to have committed a violation of the Idaho Outfitters and Guides Act or Board Rules, or been denied an outfitter or guide license in Idaho?

☐ Yes ☐ No

Continue >>>

[\[ Cancel \]](#)

All questions must be answered.

### Step 4. Review your renewal fees.

Review Renewal Fees

[\[ Cancel Renewal \]](#)

**Litigation :** You answered "No" has been entered indicating that no citations, violations or litigations against these licenses have occurred since their last renewal.  
[\[ Change Your Answer \]](#)

**Outfitters and Activities :**  
To be licensed to the following Outfitters for the activities indicated below the Board must have all the required training forms on file. Activities that you do not have training for will be ignored with the exception of hunting. You will be given "Apprentice" status if you do not have the required training for a hunting activity.

1-C : GLEN ABC

- SALMON RIVER-CORN CREEK TO SPRING BAR (SA6)

[\[ Change Outfitter Associations \]](#)

A K SMITH 20-G

\$95.00

Online Convenience Fee

\$4.50


Total

\$99.50

Pay for Renewal >>>

[\[ Cancel Renewal \]](#)

**Step 5. Enter credit/debit card billing information.**



Welcome to Access Idaho's instant payment gateway. You've been sent here to pay for the following:

OGLB: Renewal for 20-G

Description	Cost	Qty	Total
Service: License Renewal (43)			
20-G : A K SMITH 2005 Renewal	\$95.00	1	\$95.00
Online Convenience Fee	\$4.50	1	\$4.50
<b>Total:</b>			<b>\$99.50</b>

**Instant Payment Customers**

Please fill out the following information, and select your desired method of payment. Fields marked with an asterisk (\*) are required; your telephone number and e-mail address will be used only for the purpose of contacting you in the event of billing difficulties and/or e-mailing you a copy of your receipt. Billing contact information is strictly confidential and will not be used for marketing purposes. For more information, please read [Access Idaho's privacy policy](#).

\* Name:

\* Billing Address:

\* City:

\* State/Province:

Country:

\* Postal/Zip Code:

Telephone Number:

(Optional: For billing questions)

E-mail Address:

(Optional: For billing questions and e-mail receipt)

\* Payment Method:

*Required fields*

*No need to change this.*

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**Step 6. Enter card number, type, and expiration date.**

**Billing Information**

Please verify that the following information is correct. The address shown should be the billing address of the credit card you intend to use.

OGLB: Renewal for 20-G

Description	Cost	Qty	Total
Service: License Renewal (43)			
20-G : A K SMITH 2005 Renewal	\$95.00	1	\$95.00
Online Convenience Fee	\$4.50	1	\$4.50
<b>Total:</b>			<b>\$99.50</b>

Name:

Address:

Telephone Number:

E-mail Address:

[ <<< Back to payment information page 1 ]

**Credit Card Information**

Please provide your credit card information below:

Card Number:

Card Type:

Expiration Date:

*Choose between VISA, MasterCard, and Discover.*

**Notice:** If you supplied your e-mail address on the previous page, you will see your receipt quickly flash on the screen as it is transmitted to you. The application will then automatically forward to the next step.

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**Renewal Receipt (Carry it with you as a valid, 20-day temporary license.)**

**STATE OF IDAHO  
OUTFITTERS & GUIDES  
LICENSING BOARD**

[\[ Return to Menu \]](#)

**Temporary License**  
You may use this receipt as a 20-day temporary license authorization to continue guiding under the activities listed on your previous license.

A copy of this receipt must be in your possession while guiding and must be produced upon the request of an authorized person per Board rule IDAPA 24.01.01.005.

**Renewal Receipt**  
Save or print a copy of this receipt for your records.

**Outfitters and Activities**  
You will be licensed for the following Outfitters and Activities, provided the Board has all the required training forms on file. Activities that you do not have training for will be ignored, with the exception of hunting. You will be given "Apprentice" status if you do not have the required training for a hunting activity.

1-C : GLEN ABC

- SALMON RIVER-CORN CREEK TO SPRING BAR (SA6)

**License Renewal for 20-G**

Transaction ID	3875
Date Created	Mon 11/07/2005 01:28:06 PM MST
Description	OGLB: Renewal for 20-G
20-G : A K SMITH 2005 Renewal	\$95.00
Online Convenience Fee	\$4.50
Cost	\$99.50

**When to Expect Your License**  
Your guide license will be issued and mailed to your employing outfitter once the Board has verified your application requirements. It is your responsibility to have your guide license in hand when guiding for any outfitter.

Please contact the Idaho Outfitters and Guides Licensing Board if you have any problems or questions regarding this license renewal and refer to your license number (20-G) as well as the Access Idaho transaction number (3875).

[\[ Return to Menu \]](#)

**After successfully renewing, your "Menu" indicates your license has been paid and that you can view your receipt.**

**User Services**

[\[ I Have Another License \]](#) [\[ Logout \]](#)

20-G : A K SMITH

[\[ Remove this License \]](#)

- [Change Contact Information](#)
- [Renew Your License - Paid](#) [\[ View Receipt \]](#)

[\[ I Have Another License \]](#) [\[ Logout \]](#)

## **Section 7: Frequently Asked Questions**

### **1. How do I renew a Guide who will be employed by multiple Outfitters?**

- a. If you hold a Sole Proprietor Outfitter license and are a Designated Agent for another Outfitter license, or you are a Designated Agent for two Outfitter licenses and would like a Guide to work for both businesses, follow these two steps to process the Guide license reflecting both Outfitters without incurring amendment fees:
  - i. Manage the Guide roster under one of the Outfitter businesses and authorize the Guide.
  - ii. Manage the Guide roster for the other Outfitter business to either renew and pay for the Guide or authorize the Guide to renew online.
- b. If the online system is attempting to charge the \$20.00 amendment fee for a Guide whom you have just renewed, fax OGLB a copy of the receipt showing you have paid for the renewal and a letter of intent informing OGLB that (as Designated Agent or Sole Proprietor for another company) you wish to employ this Guide and indicate the activities for this Guide. There will be no amendment fee charged as long as the information is received by OGLB prior to issuance of the Guide license.

### **2. Where can I find the previous licensed activities for the Guide I am renewing?**

Access Idaho is working on an online view for the Guide activities. Until this is completed, please contact OGLB. We will look up the Guide activities for you.

### **3. How do I add an activity that requires training to a Guide license renewed online?**

Access Idaho is working on adding training forms to the Guide renewals. Until this online option is available, fax the appropriate training form(s) to OGLB. As long as OGLB receives the form(s) prior to issuance of the Guide license(s), the license(s) will reflect that activity.

### **4. Why do I receive an error message telling me I can't renew my Guide license online?**

There could be several reasons, but most likely an employing Outfitter has not authorized you to renew your Guide license online. Check with your Outfitter.